



# Board Agenda Item 45

DATE: January 31, 2017

TO: Board of Supervisors

SUBMITTED BY: Delfino E. Neira, Director, Department of Social Services

SUBJECT: Master Agreement with Public Entities for the Work Experience and Community Service Program

## RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute a Master Agreement for Work Experience and Community Service, effective upon execution through September 30, 2019, not to exceed three consecutive years, which includes an eight-month base contract and two optional one-year extensions, total not to exceed \$30,000.**
- 2. Authorize the Director of Social Services or designee to add contractors to, or delete contractors from, the Master Agreement for the Work Experience and Community Service Program.**

Approval of the recommended actions will allow the Department of Social Services to contract with qualified public contractors for eligible work sites to provide California Work Opportunities and Responsibility for Kids (CalWORKs) Welfare-to-Work participants the opportunity to develop marketable job skills with no increase in Net County Cost.

## ALTERNATIVE ACTION(S):

Your Board could elect not to approve the recommended actions, which would result in a lack of Work Experience and Community Service (WEX) Program placements for CalWORKs participants.

## FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The maximum amount of the recommended Master Agreement for the period of execution through September 30, 2019 (\$30,000) will be 100% offset with CalWORKs Single Allocation funds. The funds included in the recommended Agreement are for ancillary services, not to exceed \$10,000 per 12-month term, and may be made to the contractor to cover costs for work-related items that support client participation. There are no monetary considerations for employee wages. Sufficient appropriations have been included in the FY 2016-17 Adopted Budget for the Department of Social Services, Organization 5610, and will be included in subsequent budgets.

The County has a required Maintenance of Effort (MOE) of \$4,022,882 for the CalWORKs program in FY 2016-17. Once the MOE has been met, all expenses over that amount will be 100% funded with State and Federal dollars up to the amount of the annual CalWORKs Single Allocation. Social Services Realignment funds will be utilized to meet the CalWORKs MOE.

## DISCUSSION:

The WEX Program provides a setting for unpaid and supervised work activities that serve a useful community

purpose and provide an opportunity to attain basic job skills for CalWORKs clients. Qualified public partners that have completed the required program application and meet the County's requested general liability insurance limits work with the Department to coordinate placement of a CalWORKs client into a position within the agency that allows the Contractor to receive assistance through a supported workforce that requires no wage compensation. All placed CalWORKs clients receive case management through a Case Managing Job Specialist (CMJS) who assists the client in attaining necessary supportive services, such as childcare, transportation, and ancillary costs for anywhere between six (6) to twelve (12) months, depending on the needs of the client.

While there is no actual monetary consideration between the Department and the vendor for employee wages, the vendor can be paid for ancillary services, which are mandated, job-related services that could include, but are not limited to, drug testing, tools, uniforms, or other clothing required by the employer. These funds can be issued directly to the vendor to minimize payment processing time and ensure timely receipt of funds.

There is a separate Master Agreement for WEX Program services with private contractors that the Department executed through Purchasing on October 1, 2016. The recommended Agreement includes the same provisions as the Purchasing Agreement, but is being presented before your Board as it involves agreements with public entities. The recommended Agreement will be effective upon execution through September 30, 2017 with the option to renew for two (2) additional twelve (12) month periods, through September 30, 2019. If approved, Contractors may be added or deleted by the DSS Director, or designee. Agreements with individual vendors may be terminated for any reason upon 30-days advance written notice by either the County or Contractor.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with the Clerk - Master Agreement

CAO ANALYST:

Ronald Alexander